

# Differences that matter.

# **Westlaw Capabilities Statement**

October 2005



**Preferred Research Service** 

Exclusive West Key Number System

**Efficient Statutes Research** with Westlaw StatutesPlus

Superior, Timely, and Complete Legal Content

Easy-to-Use and Feature-Packed Citator Service

Comprehensive News, Business, and Public Records Information

**Better Search Results** 

**Exclusive Web-based Research Features** 

**Personalized Web Interface** 

Integrated Research Solutions

**Flexible Search Options** 

**Smart Tools on Westlaw** 

24/7/365 Availability

**Comprehensive Training** 

Unparalleled Customer and Technical Support

> Cost-Saving Research Solutions

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# **Westlaw**®

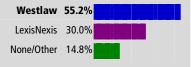
Westlaw is West's computer-assisted legal, news, and business information research service containing more than 27,500 databases. Westlaw provides editorially enhanced legal research materials; unparalleled coverage of news, business, financial, and general information; and a comprehensive collection of public records.

- **Westlaw is comprehensive.** The scope of Westlaw coverage includes legal information, news and business information, and public records.
  - Legal information. Westlaw contains more than 15,000 legal databases that include federal and state case law, statutes, regulations, and administrative codes, as well as topical and practice area databases, law review articles, and journals.
  - News and business information. Westlaw provides access to more than 10,400 news and business databases, which include newspapers, newswires, news magazines, networks, financial news, business publications, and industry publications.
  - Public records. Westlaw's more than 2,000 public records databases provide access to 1 billion well-organized public records, courthouse documents, and private-vendor resources.
- **Westlaw is current.** Westlaw databases are updated frequently so that information is kept as current as possible. For example, full-text U.S. Supreme Court opinions, including the full text of any concurrences or dissents, are generally available on Westlaw within 30 minutes of the time they are issued. In addition, Westlaw includes special highlights databases, which are updated daily with summaries of significant new federal and state court decisions.
- Westlaw is accurate and reliable. West employs a rigorous editorial process to ensure that every opinion available on Westlaw is correct and properly classified. West's attorney-editors use consistent language when writing synopses and headnotes. They also add synonyms, acronyms, terms of art, names of acts, generic names, and other research terms to ensure that Westlaw searches retrieve relevant cases that might otherwise be missed by searching just the text of the court opinion.
- **Westlaw is powerful.** More than five million links are added every year to documents on Westlaw, and nearly every word in the documents available on Westlaw is a possible search term or indexing term. State-of-the-art search methods enable users to retrieve results in seconds that could be difficult or even impossible to achieve using print resources.
- Westlaw is easy to use. West constantly works to increase the speed and reliability of Westlaw while at the same time making the user experience easier and more flexible. From Westlaw StatutesPlus, which helps users find, verify, read, and interpret statutes with amazing efficiency, to My Westlaw, which allows users to add, remove, and rearrange the search tools, databases, and shortcuts on their Westlaw tabbed pages, users will find in Westlaw the features they need to get the search results they demand with surprisingly little effort.

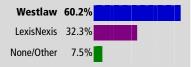
#### **Differences that matter**

#### **Westlaw is Preferred**

In 2005, for the ninth year in a row, Westlaw was named by Law Office Computing magazine as the Readers' Choice Award winner in the Legal Research Service category. Westlaw was preferred by 55.2% of respondents; the nearest competitor was preferred by only 30.0% of respondents.



 An independent survey conducted in 2005 by the American Bar Association yielded results similar to the Law Office Computing survey. The results of the ABA's Legal Technology Resource Center Survey show that Westlaw led all other services.





## **WESTLAW EXCLUSIVES**

West, the foremost provider of integrated information solutions to the U.S. legal market, has been providing research materials to the legal and professional community for more than 130 years. Our close relationship with our customers over this time has allowed us to develop numerous research tools to assist our customers in their research tasks.

The following listing describes the content, features, and services available exclusively on Westlaw. No other online research provider is able to match the power of Westlaw.

## **Exclusive Content**

- National Reporter System. Since 1879, West's National Reporter System has
  compiled and organized federal and state case law into a cohesive body of law that
  can be researched within and across jurisdictions. West's National Reporter System
  is available exclusively on Westlaw.
- West Key Number System. The West Key Number System, a Westlaw exclusive, is the master classification system of U.S. law and is widely regarded as the cornerstone of effective legal research. It helps users to quickly locate and identify cases with the same or similar legal concepts and principals in any jurisdiction in the U.S.
- Editorial Enhancements. For more than 100 years, West attorney-editors have been providing editorial enhancements to case law, statutes, and other legal materials. No other research service can match West's editorial experience. West's exclusive enhancements include headnotes (more than 350,000 created annually), synopses (more than 60,000 created annually), and parallel citations (more than 500,000 added annually). West's headnotes are classified to West's exclusive Key Number System, which helps users find more relevant cases. In addition, West attorney-editors provide the most exhaustive verification and correction process in the legal publishing and information industry. West is the only legal information provider to engage in these quality control steps to ensure the accuracy and reliability of the data.
- Restatements of the Law. The Restatements of the Law are principles of black letter law distilled from case law. The restatement databases on Westlaw provide a section's black letter law, reporter's notes, commentary, illustrations, and annotations in one document. First Restatements of the Law, available exclusively on Westlaw, are provided for several areas of law (e.g., contracts, torts). The first Restatements can help researchers trace the evolution of a law, or an area of law. They also aid in the interpretation of older cases that rely on first Restatement sections.
- Uniform Laws Annotated. The Uniform Laws Annotated (ULA), available exclusively on Westlaw, provides an extensive reference to the text of uniform laws, prepared under the sponsorship of the National Conference of Commissioners on Uniform State Laws and the American Law Institute. ULA examines acts recommended for adoption in all states, as well as pinpoints state variations. It also includes annotations to cases decided in adopting jurisdictions.

### **Exclusive Features and Services**

■ **KeyCite Citator Service.** KeyCite is a full-service citator that helps users determine whether a case is good law by tracing the history of a case, statute, or federal administrative decision. KeyCite also retrieves all citing references, which include cases, statutes, administrative materials, and secondary sources. The following are among the many exclusive citator features and services available on Westlaw:

#### **Differences that matter**

## **West Key Number System**

The West Key Number System is the master classification system of U.S. law and is widely regarded as the cornerstone of effective legal research. It helps you to quickly identify and locate cases with the same or similar legal concepts and principals in any jurisdiction in the U.S. It gives you several advantages over full-text searching, which relies solely on vocabulary, including the following:

- You can search across jurisdictions without worrying about differences in terminology (e.g., one state uses divorce and another uses dissolution).
- You can retrieve relevant cases even when your search uses terms that are common or terms that have multiple meanings (e.g., interest).
- You can retrieve relevant cases without having to guess the exact words used in the opinion.

The following exclusive West features are built upon the strength of the West Key Number System:

- KeySearch. KeySearch consists of an outline of legal topics that allows you to browse through progressively detailed levels of the Key Number System hierarchy to help you create queries that retrieve on-point documents.
- Custom Digest. The Custom
   Digest provides you with an outline
   of the West Key Number System
   from which you can locate the key
   number(s) you are interested in. The
   Custom Digest then retrieves the
   headnotes for cases in the chosen
   jurisdiction and timeframe.
- Most Cited Cases. The Most Cited Cases feature helps you find relevant cases and identify the seminal cases for the selected proposition. Cases are ranked from the most cited to least cited for a particular point of law, which takes out the guesswork in finding the most relevant cases.



- *West Key Number System Integration.* KeyCite is completely integrated with West's exclusive topic and key number system, the most accurate tool devised for finding on-point law.
- *More Citing References.* KeyCite provides more citing references, including references to more than 1,100 law reviews, thousands of ALR annotations and Am Jur 2d articles, USCA, *Code of Federal Regulations*, statutes from all 50 states, select administrative decisions, state jurisprudence encyclopedias, and numerous treatises. In fact, KeyCite has more than two times as many citing references overall and averages more than two times as many citing references per document as the nearest competitor.
- Headnote References. KeyCite provides the full text of West headnotes, which
  helps users to quickly limit citing references to a relevant point of law. KeyCite
  contains 50% more headnote references than any other citator.
- **Analytical Sources.** With more than 3,100 analytical sources, KeyCite gives users more expert analyses than any other citator.
- *Pending Legislation.* KeyCite notifies users of pending legislation that may affect a federal or state statute (available for all 50 states).
- **Depth-of-Treatment Stars.** Depth of treatment stars help users zero in on the most useful citing cases and administrative decisions by indicating the extent to which the citing document discusses the cited case.
- *Graphical KeyCite.* With KeyCite, users can display the direct history of a case, which traces the case through the appellate process, in an easy-to-read graphical view. With this graphical view of direct history, every reversal, rehearing, reconsideration, denial of certiorari, or other action in a case is placed in context. As a result, the graphical view can save users valuable time when they are checking the procedural history of a case.
- **KeyCite Alert.** KeyCite Alert, a Westlaw exclusive, helps users stay current on their research by monitoring the status of KeyCite information for cases, statutes, the Code of Federal Regulations, and federal agency decisions. KeyCite Alert automatically sends notices when the information in KeyCite changes.
- **StatutesPlus.** Westlaw StatutesPlus combines book-like indexing, browsing, and viewing with links to everything discussing a given statute. Users can find, verify, read, and interpret statutes with amazing efficiency. This powerful statutes-research feature is a **Westlaw exclusive**.
- Smart Tools. Smart Tools on Westlaw make it easier for researchers to find on-point results and help ensure that users don't miss information. When a researcher runs a search, Smart Tools can help improve search results by suggesting optional spellings and synonyms, suggesting a broader database search when a search result contains five or fewer documents, and detecting a variety of mistakes in a query. Smart Tools also recognizes legal terms of art and can suggest related legal terms that a researcher may want to add to a query; this feature is available exclusively on Westlaw.
- Westlaw Text Only. Westlaw Text Only is designed especially for users who require compatibility with assistive technologies—such as screen readers, voice recognition software, and screen magnifiers. Westlaw Text Only, the only text-only legal research service, helps ensure that all users have access to online legal research services.

#### **Differences that matter**

#### Westlaw StatutesPlus

Westlaw StatutesPlus combines booklike indexing, browsing, and viewing with links to everything discussing a given statute. Users can find, verify, read, and interpret statutes with amazing efficiency.

- Finding Statutes. The search center in Westlaw StatutesPlus provides immediate access to the tools that are most useful for fast, efficient retrieval of statutes documents. From the search center, users can easily find statutes by citation, access the table of contents, browse an alphabetical index (just like in print), or use the Popular name Table to find a statute by its short title or common name.
- Verifying Statutes. KeyCite, West's citation service, makes it easy to determine the current status of a statute. KeyCite status flags, such as the red or yellow flag, inform users when a statute is affected by case law or legislative action.
- Reading Statutes. The Links tab provides easy access to the information users are looking for regarding statute research. Users can review the most recent judicial treatment of a statute (last 60 days), access Notes of Decisions to see West editors' compilation of cases that construe or apply the statute, and see additional cases on Westlaw citing the statute in question.
- Interpreting Statutes. Westlaw StatutesPlus provides users with cross-references to additional information pertaining to statute research. Users can easily access other statutes related to the section being viewed, as well as administrative materials related to the statute.

Please see page 17 for a sample document display.



## **LEGAL INFORMATION**

Westlaw legal databases include federal and state case law, statutes (including the *United States Code Annotated*®), and administrative rules and regulations, as well as topical and practice area databases, widely published law reviews and journals, and settlement and jury verdict information. In addition, Westlaw is the only computer-assisted legal research service that includes West synopses and headnotes, as well as the West Key Number System. Other types of research tools, resources, and features available on Westlaw include legal directories, dictionaries, encyclopedias, law reviews, treatises, and practice materials and forms.

The Westlaw Database Directory, provided upon request or available online at <u>directory.westlaw.com</u>, contains a comprehensive listing of databases available from West.

#### **Federal Databases**

The following listing describes a portion of the federal information available on Westlaw.

#### **FEDERAL CASE LAW**

Westlaw has complete coverage of all published federal case law, as well as many unpublished opinions. Cases appear as officially published and contain West's editorial enhancements. Examples of West's federal case law databases include the following:

- U.S. Supreme Court cases
- U.S. Court of Appeals cases
- U.S. District Court cases
- Tax Court cases
- Bankruptcy Court cases

#### **FEDERAL STATUTES**

Westlaw has complete coverage of current federal statutes and archival statutes back to 1990. West's federal statutes databases include the following:

- United States Code Annotated, which contains annotations to the *United States Code*, as well as court rules, appendices, and the Popular Name Table. In addition, provisions from public laws classified as notes in the USC database can be found under the corresponding section of the USCA.
- United States Code, which contains the text of the federal statutes without annotations.
- Legislative History, which contains legislative history information (1948–present) for congressional bills and public laws and signing statements issued when the President signs a bill into law.
- U.S. Public Laws, which contains laws passed by Congress.

### FEDERAL ADMINISTRATIVE RULES AND REGULATIONS

Westlaw provides extensive coverage of federal administrative rules and regulations, including the following:

- Code of Federal Regulations, which contains documents from all 50 titles comprising the Code of Federal Regulations and incorporates recent changes that appear in the Federal Register.
- Federal Register, which contains documents from the Federal Register.

Other administrative and executive materials include comptroller general decisions, U.S. attorney general opinions, and presidential documents. Westlaw also has a vast

#### **Differences that matter**

## **Superior Legal Content**

- National Reporter System.
  Since 1879, West's National
  Reporter System has compiled and
  organized both federal and state
  case law into a cohesive body of law
  that can be researched within and
  across jurisdictions.
- United States Code Annotated. USCA contains the text and features of the statutes as they appear in the *United States Code*, plus editorially created notes detailing legislative history and federal regulations, West Key Number System references, law review and journal commentaries, library references, texts and treatises references, and notes of decisions (annotations).
- State Annotated Statutes.
   Westlaw contains annotated
   statutes for all 50 states, the District
   of Columbia, Guam, Puerto Rico,
   and the Virgin Islands.
- State Administrative Codes.
   Westlaw contains the administrative codes for all 50 states and the District of Columbia. No other online information resource provides this level of coverage for administrative codes.
- Analytical Materials. Westlaw includes West's premier analytical materials that are crucial to your practice, including American Law Reports (ALR) and the American Jurisprudence family of products.
  - ALR. Reports cases that represent specific legal issues that are unsettled or changing and that are of interest to many attorneys. ALR articles provide objective analyses of various areas of law for the jurisdiction in question.
  - Am Jur 2d. Provides broad overviews of legal topics, identifies specialized vocabulary, provides citations to primary materials and ALR annotations, and cross-references other analytical materials.



selection of federal agency-specific administrative materials, including materials from the following agencies:

- Department of Agriculture
- Department of Education
- Department of Energy
- Department of Housing & Urban Development
- Department of Transportation
- Environmental Protection Agency
- Equal Employment Opportunity
   Commission

- Federal Communications Commission
- Federal Reserve Board
- Federal Trade Commission
- Food and Drug Administration
- Internal Revenue Service
- International Trade Commission
- National Labor Relations Board
- Securities & Exchange Commission
- Social Security Administration

#### **OTHER FEDERAL MATERIALS**

Other federal materials include legislative history and bill tracking, court rules and orders, congressional information, practice guides, and legal texts.

#### **State Databases**

The following listing describes a portion of the state-specific information available on Westlaw.

#### **STATE CASE LAW**

Westlaw has complete case law coverage for all state court opinions published in West's National Reporter System\*. Westlaw also contains many unpublished state appellate court opinions and selected state trial court opinions.

#### **STATE STATUTES**

Westlaw has annotated statutes for all 50 states, the District of Columbia, Guam, Puerto Rico, and the Virgin Islands. Statute databases without annotations are also available.

#### STATE ADMINISTRATIVE RULES AND REGULATIONS

Westlaw has the administrative codes for all 50 states and the District of Columbia; no other online information resource provides this level of coverage. Other administrative materials include attorney general opinions, workers' compensation decisions, and insurance and environmental regulations.

#### **OTHER STATE MATERIALS**

Westlaw also provides coverage of bill tracking and legislative publications, court rules and orders, and judicial materials.

## **Law Reviews and Journals**

Westlaw provides access to more than 1,100 of the most respected law reviews, law journals, and other professional legal publications. Full-text coverage extends back to the early 1980s for the top law reviews and journals. The Harvard law Review contains full coverage of all content back to 1949.

# **West Legal Directory**

West Legal Directory contains more than 1 million profiles of judges, expert witnesses, law firms, branch offices, and biographical records of lawyers from all 50 states, the District of Columbia, Puerto Rico, the Virgin Islands, Canada, England, and Europe. Westlaw Profiler links these profiles to associated cases (e.g., cases decided by a particular judge), articles written (e.g., law reviews written by an attorney), and other authored materials.

#### **Differences that matter**

## **Timely Legal Content**

West is committed to providing you with the most current information in the legal industry. In support of this goal, Westlaw databases are updated and enhanced on an ongoing basis. In fact, many individual databases are updated daily.

- Full-text U.S. Supreme Court opinions, as well as the full text of any concurrences or dissents, are generally available on Westlaw within 30 minutes of the time they are issued.
- Statutory databases on Westlaw are updated as new legislation is received from each jurisdiction.
- Public laws are generally available on Westlaw within 24 hours of receipt.
- Federal Register material is generally available on the same day of release.
- Regulatory and administrative databases are generally updated within 7 days of issuance.
- Cases from more than 20 state courts are available on Westlaw as soon as they are received.
- State attorney general opinions are generally available on Westlaw within 3–5 days of receipt.
- Citing references are available on KeyCite when a case or statute is added to Westlaw.
- Direct history is added to KeyCite within 1–4 hours of receipt of a case by West.
- Overrulings are identified by attorney-editors within 24 hours of receipt of a case; other negative references are added within a few days.



## **Practice Area Materials (Topical Databases)**

A wide variety of practice area materials are available on Westlaw. These materials help users find analysis and guidance from legal experts on numerous topics, including the following:

- Administrative Law
- Antitrust and Trade Regulation
- Arts, Entertainment, and Sports
- Bankruptcy
- Business Organizations
- Civil Procedure and Evidence
- Civil Rights
- Commercial Law and Contracts
- Communications
- Constitutional Law
- Criminal Justice
- Education
- Energy
- Environmental Law
- Estate Planning and Probate
- Family Law
- Finance and Banking
- First Amendment
- Government Benefits
- Government Contracts
- Health Law
- Human Resources

- Immigration
- Insurance
- Intellectual Property
- International Law
- Jurisprudence and Constitutional Theory
- Labor and Employment
- Legal Ethics and Professional Responsibility
- Litigation
- Maritime Law
- Military Law
- Native American Law
- Pension and Retirement Benefits
- Products Liability
- Professional Malpractice
- Real Property
- Science and Technology
- Securities Regulation
- Taxation
- Tort Law
- Transportation
- Workers' Compensation

# **Briefs and Oral Arguments**

Westlaw provides access to briefs and oral argument databases. For example, the U.S. Supreme Court Briefs database includes merits and amicus briefs filed with the U.S. Supreme Court for cases in which certiorari has been granted or probable jurisdiction has been noted and for which oral arguments have been scheduled.

The U.S. Supreme Court Oral Arguments database contains transcripts of oral arguments in cases heard by the U.S. Supreme Court from the court's 1990–91 term to the present.

# **Westlaw Highlights and Bulletins**

Westlaw Highlights and Bulletins databases provide summaries of significant judicial opinions within a few days after the decisions are issued. The summaries are prepared by West's editorial staff and are sorted in several databases by topic (e.g., criminal justice, family law) and by jurisdiction. There is also a bulletins database specific to the U.S. Supreme Court, as well as a database that contains the most noteworthy highlights from all of the topical and jurisdictional databases. This database also includes summaries from important cases involving subject matter that does not fit within an existing topical database (e.g., government contracts).

#### **Differences that matter**

## **Complete Legal Content**

#### Federal databases

- Case law and judicial materials
- Statutes, legislative history, bill tracking, and court rules
- Administrative codes and regulations
- Jury materials
- Administrative decisions and executive materials
- Unpublished cases

## State databases for all 50 states, DC, & U.S. territories

- Case law
- Statutes, legislative materials, and court rules
- Administrative codes and regulations
- Directories
- Unpublished cases

# International and non-U.S. materials

## Practice area materials for more than 40 topics

#### Legal texts and periodicals

- General texts and periodicals
- Topical and specific interest periodicals
- Treatises, practice guides, and standards
- Legal forms
- Legal newspapers and newsletters
- Journals and law reviews

#### Reference materials

- Black's Law Dictionary
- Legal encyclopedias
- KeyCite citation research service



## CITATOR SERVICE: KEYCITE®

KeyCite is West's online citation research service. It is a full-service citator that helps users determine whether a case is good law by tracing the history of a case, statute, administrative decision, or regulation. KeyCite also retrieves all citing references, which include cases, statutes, pending legislation, administrative materials, and secondary sources.

KeyCite is also a case and statute finder. KeyCite integrates West's editorially enhanced case law, the full text of headnotes, notes of decision, and topic and key numbers to provide maximum case-finding power. Search results can be limited using the topic and key number, the master classification system of U.S. law.

- KeyCite is accurate. All cases added to KeyCite undergo rigorous editorial analysis
  by West editors. These experienced attorney-editors analyze all case history and
  negative references and describe the direct history in terms used by the citing court
  in its opinions—not arcane editorial codes.
- **KeyCite is comprehensive.** It contains references to more publications than any other citator, including complete coverage of West's National Reporter System and exclusive coverage of more than 1 million unpublished cases. KeyCite also provides more citing references. In fact, KeyCite has more than two times as many citing references overall and averages more than two times as many citing references per document as the nearest competitor.

KeyCite vs. the Competition—Citing References by Topic Area

Tax: 3.8 times as many citing references
Securities: 2.0 times as many citing references
General Case Law: 2.3 times as many citing references

(Based on results from a May 2003 independent comparative study conducted by Legal Research Center, Inc.)

- **KeyCite is current.** KeyCite is as current as Westlaw itself—the same day a case appears on Westlaw, it is represented in KeyCite. For example, direct history, which traces a case through the appellate process and includes prior and subsequent history, is added to KeyCite within 1–4 hours of receipt of the opinion at West. Severe negative history, such as overrulings, is identified on KeyCite by attorneyeditors within 24 hours of receipt, and negative indirect references are added within a few days. Citing references are available in KeyCite when a case or statute is added to Westlaw.
- **KeyCite is easy to use.** KeyCite uses visual elements to help users quickly identify and evaluate information.
  - Status Flags. KeyCite uses status flags to indicate whether a case has negative history and how serious the negative history is. Status flags are also used to indicate whether a statute has been amended or repealed or whether it might be affected by pending legislation.
  - Depth of Treatment. KeyCite uses depth of treatment stars to reveal how much one case discusses another. More stars equals more discussion.
  - Quotation Marks. KeyCite uses quotation marks to show where one case quotes another. Users can jump to the quoted text within the citing reference.

# **KeyCite Coverage**

KeyCite information is available for federal and state cases, including every case in West's National Reporter System, as well as more than 1 million unpublished cases; federal statutes and regulations; state statutes from all 50 states; regulations and administrative decisions from selected states; patents issued by the U.S. Patent and

#### **Differences that matter**

## **KeyCite Ease of Use**

When you use KeyCite, you can be confident that you're getting the best information possible about the law.

KeyCite helps you quickly trace the history of a case through the appellate process and/or retrieve lists of cases and other sources that cite the case.

Graphical indicators help you quickly identify and evaluate information.



**Case Law:** Warns that a case or administrative decision is no longer good law for at least one of the points it contains.

**Statutes:** Warns that a statute or regulation has been amended, repealed, or superseded, or that it has been found to be unconstitutional or preempted.



**Case Law:** Warns that a case or administrative decision has some negative history, but that it hasn't been reversed or overruled.

**Statutes:** Warns that a statute or regulation was renumbered or transferred, had its validity called into doubt, or is affected by pending legislation.

**Exclusive Feature**—Pending legislation is not tracked in any other citator.

- Case Law: Indicates that the case has some history.
- Case Law: Indicates that the case or administrative decision has citing references but no direct or negative indirect history.

**Statutes:** Indicates that a statute or regulation has citing references.

**Law Review:** Indicates that the law review is cited by a case or other law reviews.

- \*\* \* Examined: The citing case contains an extended discussion of the cited case, usually more than a printed page of text.
- ★★★ **Discussed:** The citing case contains a substantial discussion of the cited case, usually more than a paragraph but less than a printed page.
- ★★ Cited: The citing case contains some discussion of the cited case, usually less than a paragraph.
- Mentioned: The citing case contains a brief reference to the cited case, usually in a string citation.
- **Exclusive Feature**—Indicates that the citing case directly quotes the cited case.

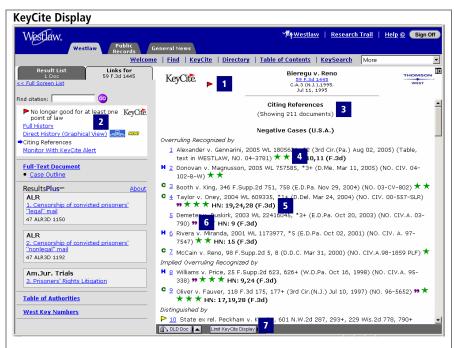


Trademark Office; *American Law Reports* (ALR) annotations; articles from more than 1,100 law reviews; and administrative decisions of selected federal agencies, including the following:

- Board of Contract Appeals
- Board of Immigration Appeals
- Comptroller General
- Department of Energy
- Department of Labor
- Environmental Protection Agency
- Federal Communications Commission
- Federal Trade Commission
- Internal Revenue Service
- Merit Systems Protection Board
- National Labor Relations Board
- Patent and Trademark Office
- Securities and Exchange Commission
- Surface Transportation Board

#### **EXCLUSIVE KEYCITE CONTENT**

- Full integration with the West Key Number System for precision and accuracy.
- Complete coverage of all decisions in the National Reporter System.
- Full coverage of United States Code Annotated.
- Coverage of more than 1 million unpublished cases.
- More than 183 million cited/citing combinations.
- Full integration with more than 3,100 analytical titles and 1,100+ law reviews.
- Full access to more than 130 years of West's editorial enhancements, including West headnotes and synopses.



- **1.** See **negative history** at a glance. Negative citing references are listed most severe to least severe, providing immediate focus on the language that caused the flag indicator.
- Users can view the full history, direct history, and citing references. They can also monitor changes in the law using KeyCite Alert.
- 3. KeyCite has 2.3 times as many citing references as any other citator, including secondary sources such as ALR, AMJUR, and 1,100+ law reviews.
- **4. Depth of treatment stars** help focus on the important citing references.
- 5. The West headnotes that the citing case discusses are clearly marked.
- 6. Quotation marks indicate the citing case directly quotes the cited case.
- KeyCite Limits can focus research by point of law, jurisdiction, depth of treatment, publication, date, and more.

#### **Differences that matter**

## **KeyCite Advantages**

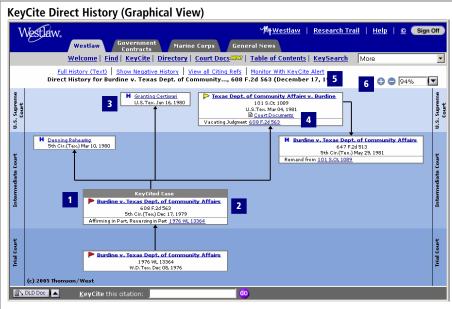
- KeyCite is completely integrated with West's exclusive topic and key number system, the most accurate tool devised for finding on-point law.
- KeyCite uses the exact language of the court so you know your research is accurate.
- KeyCite provides the full text of West headnotes, which helps you to quickly limit citing references to a relevant point of law.
- KeyCite contains 50% more headnote references than any other citator.
- With more than 3,100 analytical sources, KeyCite gives you more expert analyses than any other citator.
- KeyCite notifies you of pending legislation that may affect a federal or state stature (available for all 50 states).
- Depth of treatment stars help you zero in on the most useful citing cases and administrative decisions by indicating the extent to which the citing document discusses the cited case.
- Quotation marks in the KeyCite result tell you that the citing case directly quotes the cited case.
- KeyCite Notes quickly retrieves cases, administrative decisions, and analytical materials that discuss a case on a given point of law.
- KeyCite Locate allows you to narrow your citing references to those that contain specific terms.
- West Codenotes tell you that a statute cited in a case has been ruled unconstitutional, preempted, or modified.



## **Direct Case History and Status—Graphical View**

KeyCite provides comprehensive case history, showing the complete appellate history of a case and its final disposition on appeal. KeyCite utilizes more than 2,100 direct history phrases to trace the same case through the appellate process (including prior and subsequent history).

With KeyCite, users can display the direct history of a case, which traces the case through the appellate process, in an easy-to-read graphical view. With the new graphical view of direct history, every reversal, rehearing, reconsideration, denial of certiorari, or other action in a case is placed in context. As a result, the graphical view can save users valuable time when they are checking the procedural history of a case.



- 1. The case you are checking in KeyCite is clearly marked.
- **2.** Click the case name to view the full text of the case.
- **3.** Click **Granting Certiorari** to view the full text of the case granting certiorari.
- Click Court Documents to display links to appellate briefs, petitions, motions, and other court documents.
- **5.** Click these links to
  - Display the full KeyCite history in text view (includes direct history and negative citing references)
  - Display the negative history only
  - Display all citing references
  - Monitor the case in KeyCite Alert
- **6.** Use the plus and minus buttons or the dropdown list to enlarge or reduce the size of the display.

## **KeyCite Alert**

KeyCite Alert helps users stay current on their research by monitoring the status of KeyCite information for cases, statutes, patents, administrative decisions, regulations, and law reviews. KeyCite Alert automatically sends notices when the information in KeyCite changes. Users can specify how often they want KeyCite Alert to check for new information (e.g., daily, weekly, monthly), as well as how the updates are to be delivered (e.g., e-mail, fax, wireless device).

## **Differences that matter**

## **Graphical KeyCite**

Graphical KeyCite allows you to see a "picture" of the direct history of a case, so you can quickly determine how a case has moved through the court system. Graphical KeyCite is simply the fastest way to understand the direct history of a case. Everything you need to see is on one, easy-to-read display, so you save the time it takes to scroll through text.

- Visually depicts how a case has moved through the court system; lowest courts are at the bottom and highest court at the top.
- Case opinions and court documents are linked directly to Westlaw; just click on the case or court document link, view it, and click right back to the graphical view.
- Graphical KeyCite clearly labels the case you KeyCited. A case's cite, title, jurisdiction, date, and history treatments are displayed in each case box
- For a closer look at a procedural box, just roll your mouse over it, and the case title and cite information will appear.



### **Other Citator Features and Services**

In addition to KeyCite, West provides the following citator features and services:

#### **TABLE OF AUTHORITIES**

The Table of Authorities service lists the cases cited by a case. It is a useful tool for finding hidden weaknesses in a case because it not only lists the cases on which the case relies, but also shows whether those cases have significant negative history.

#### **KEYCITE NOTES**

KeyCite Notes provides a list of sources (sorted by type of publication and the number of documents) that cite the case and legal issue that a user is researching. With KeyCite Notes, users can use relevant headnotes to find similar points of law discussed in other sources such as cases, administrative materials, treatises, encyclopedias, law reviews, and journals. KeyCite Notes leverages the power of KeyCite, Westlaw, analytical materials, and West headnotes to give users superior in-depth, accurate results.

#### **KEYCITE LOCATE**

KeyCite Locate helps users to home in on citing references that are the most relevant to their research. It allows users to search the full text of citing references in a KeyCite result and limit the KeyCite result to only those documents that contain the specific terms they request. KeyCite Locate also allows users to request that search terms appear within the same paragraph as the cited reference, which results in even more precise research.

#### WESTCHECK.COM

WestCheck.com is West's citation-checking service on the Web. It extracts citations from a document and verifies their status by using KeyCite. In addition to verifying the accuracy of citations, WestCheck.com lets users retrieve KeyCite results, Table of Authorities results, and even Westlaw documents in full-text form.

WestCheck.com can extract and verify federal and state statutes, federal and state court rules, federal regulations, treatises, patents, and the U.S. Constitution, in addition to cases. And because WestCheck.com is a Web-based service, the publications list is always up to date.

#### **WESTCITELINK**

WestCiteLink is free software that saves users time and effort by finding and marking all of the legal citations in any word processing document or HTML file, as well as web pages viewed with Microsoft Internet Explorer. When WestCiteLink finds a legal citation, it creates a hypertext link to the full text of the cited document on westlaw.com. Users can then click on the citation to view the full text of the cited document using their web browser.

WestCiteLink can also automatically create a table of authorities for a document that lists the cited cases/documents within the document. The table of authorities, which is updated automatically each time WestCiteLink is run, can also include internal hyperlinks from each case/document listed in the table to its reference in the document, making navigating within the document easier. WestCiteLink can also be used to run Westlaw searches and check citations in KeyCite directly from a word-processing document.



## **NEWS AND BUSINESS INFORMATION**

Westlaw provides access to more than 10,400 news and business information sources that offer reliable, comprehensive, and current and archival information from the United States and around the world. News and business information databases on Westlaw feature content provided by NewsRoom, as well as many additional sources of information.

Whether users are looking for background understanding, in-depth research, or current awareness, the task-oriented organization of news and business resources on Westlaw via westlaw.com helps users work efficiently and effectively.

## **News and Business Sources**

NewsRoom on Westlaw provides access to information sources from more than 190 countries. The information sources include the following:

- **Newspapers.** NewsRoom provides access to nearly 200 full-text U.S. newspapers, including the *New York Times*, *San Francisco Chronicle*, and *USA Today*.
- Wires (e.g., Associated Press)
- News Magazines (e.g., Newsweek, Time, U.S. News and World Report)
- Networks (e.g., ABC, BBC, CNN, Fox, MSNBC)
- Financial News (e.g., CBS MarketWatch, CNBC, Thomson Financial News)
- **Business Publications** (e.g., Business Week, Crain's, Forbes, Fortune, Money)
- Industry Publications. NewsRoom provides in-depth coverage of each industry as reported in the specialist press for that industry. For example, Megawatt Daily and Platts (Energy), Health law Journal and New England Journal of Medicine (Health), Best's Review (Insurance), BiotechWeek and Information Week (Intellectual Property), and Wired and Ziff Davis (Technology).

NewsRoom databases are updated throughout the day as information is received from the publishers. Additionally, newswires provide near real-time coverage of top stories as they break.

### **News and Business Search Features**

Westlaw offers many features that help users quickly retrieve, evaluate, and refine their search results, including the following:

- **Identifying Duplicate Documents.** This feature improves search results and helps researchers save valuable time by easily indicating when documents dated within six weeks of each other have nearly the same content. Users can group or remove these duplicative results.
- **Finding More Articles Like This.** The More Like This and More Like Selected Text features help researchers identify additional articles that may be related to the entire document or a portion of a document.
- **Restricting a Search to the Headline and Lead-Paragraph Fields.** In many databases containing news and business information, a single click of the mouse enables users to restrict their search to the headline and lead paragraph portions of documents. Restricting a search in this way may help users refine their research, because terms that appear in the headline or lead paragraph portion of a document are more likely to be part of the main focus of discussion.
- **Showing/Hiding Search Terms in the Results List.** In addition to displaying the document titles retrieved by a search, users can also see in the Results List their search terms in context to help them identify relevant documents.

#### **Differences that matter**

## Current Awareness Services

In addition to the comprehensive news and business sources available through Westlaw, West provides other services to help you stay abreast of current legal, political, legislative, and business developments, including the following:

- WestClip. WestClip is a free, automatic clipping service available through Westlaw that helps you monitor the press/media for references to your agency, a particular court, or specific case; track new legislation, regulations, standards, and case law; and stay on top of issues or areas of law relevant to your agency.
- IntraClip. IntraClip is West's free, web-based clipping service designed specifically for use with an intranet site. IntraClip allows your designated administrator to create custom clipping queries on an intranet. When IntraClip finds documents matching any of the queries, it automatically delivers the title and the first few lines of the document to the intranet, so everyone with access to your site can view the information.
- Newslink. Newslink is a free, webbased current awareness service of West. It allows you to preview recent articles from major publications, plus recent court decisions and other legal-related documents. Newslink results can be delivered via e-mail or they can be previewed on an intranet site.

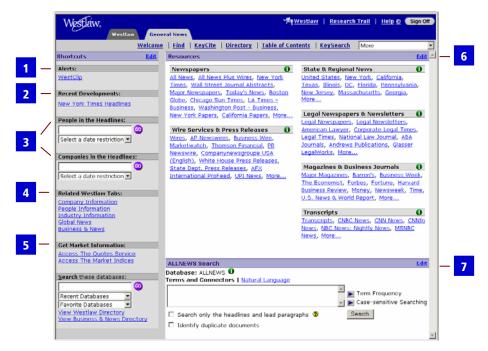


- Case-Sensitive Searching. Users can restrict their searches to all caps, some caps, or no caps to further refine their search and obtain better targeted search results.
- Specifying Term Frequency. Users can specify the number of times that a term must appear in a document for that document to be included in search results. This technique is especially useful when searching databases that contain information from a variety of publications (e.g., ALLNEWS), or when the search terms associated with the issue are relatively common or can be used in a variety of contexts.

More information regarding news and business information can be by visiting west.thomson.com and performing a Product Search on *News*.

## **General News Page**

Tabbed pages in westlaw.com are organizational tools that help users quickly identify and access Westlaw resources that are relevant to their particular research project. The tabbed General News page is a starting place for news and business research. This tabbed page provides access to the most commonly used news and business information research sources.



- 1. Alerts. Stay current on news and legal developments.
- **2. Recent Developments.** View summaries of front page news items from the *New York Times*.
- People and Companies in the Headlines. Easily search recent headlines for references to a person or company.
- **4. Related Westlaw Tabs.** Jump to other tabs that provide access to news and business information.
- **5. Get Market Information.** Retrieve current and archival stock quotes and market indices.
- 6. Resources. The Resources section displays content-specific database directory listings (e.g., Newspapers, Wire Services & Press Releases, State & Regional News, Transcripts).
- **7. All News Search.** Search thousands of publications with one query.

The default resources that are available from the General News page represent only part of the full range of materials available on Westlaw. This page can be personalized by editing research options to further meet a researcher's unique needs.

# Differences that matter Nonlegal Sources

As a legal professional, you increasingly need information from nonlegal sources in order to maintain a competitive advantage. For example, you may want to learn about companies and industries, stay up-to date with rapidly evolving technologies, investigate persons and property, and follow press coverage of domestic, foreign, and international events.

News and business information databases on Westlaw provide you with the information you need to

- monitor the press for references to a pending case or legal issue
- track media reaction and public opinion to critical issues
- research legislative or legal trends
- follow events in the political arena that may impact government policies
- search for pending legislation or litigation
- compile background information
- find commentaries, summaries, and discussions of new laws, proposed legislation, and judicial decisions



## **PUBLIC RECORDS**

Westlaw Public Records provides researchers with access to people locator resources, assets, adverse filings, licenses and registrations, and business and corporate records. Westlaw's collection of public records is the most comprehensive and current collection available online. It provides users with access to more than 1 billion well-organized records, which includes more records for more states and counties than other providers.

Fill-in-the-blank templates guide users through their research, making it easy to find the public records information they need, as well as information they may not have considered looking for (e.g., relationships among people, businesses, and assets). Westlaw is unique in providing links among related real property records and among bankruptcy filings to assist the user in finding all records easily.

# **Locating People**

Westlaw includes records from a variety of sources that researchers can use to search for people by name, address, social security number, date of birth, or phone number. These databases can help users locate potential parties and witnesses and verify addresses and social security numbers.

- **People Finder Databases.** The People Finder databases contain information on individuals nationwide, including names, addresses, death records, consumer household records, voter registration information, and utility records.
- West Legal Directory. The West Legal Directory contains more than 1 million profiles of judges, expert witnesses, law firms, branch offices, and biographical records of lawyers from all 50 states, the District of Columbia, Puerto Rico, the Virgin Islands, Canada, England, and Europe.

#### **Assets**

Asset records on Westlaw include tax assessor and real property records; motor vehicle, aircraft, and boat records; and stock ownership records. A database is also available that lets users search the combined asset databases with a single search.

## **Licenses and Registrations**

The professional license databases on Westlaw help researchers locate license holders and check license information and credentials. Users can retrieve professional license records from 49 states (all except Washington) and the D.C. Records are available for a variety of licensed professionals such as physicians, dentists, nurses, and attorneys, as well as for commercial entities such as real estate and insurance agencies.

- Carry Concealed Weapons Permits. The Carry Concealed Weapons—Combined
  database is a Westlaw exclusive database that contains information on permit
  holders' licenses to carry concealed weapons and includes name, address, permit
  number, weapon type and demographic information.
- Hunting and Fishing Permits. The Hunting and Fishing Permit databases contain information on registered hunters and fishers in various states.

# **Adverse Filings**

Adverse filing records on Westlaw include records of lawsuit filings, bankruptcy filings, and UCC, lien, and judgment filings. A database is also available that allows researchers to search the combined adverse filings databases with a single search.

#### **Differences that matter**

## Comprehensive Public Records

Westlaw Public Records databases contain an extensive collection of public records on millions of people and businesses, including the following:

## People Locator Resources

- People Finder (e.g., Name Tracker, Address Alert, Reverse Telephone Lookup, Skip Tracer)
- Voter Registration
- Death Records
- West Legal Directory

#### Assets

- Tax Assessor & Real Property Records
- Motor Vehicles, Boats, & Aircraft
- Stock Ownership

## Licenses & Registrations

- Drug Enforcement Agency Licenses
- Federal Aviation Administration Licenses
- Sales & Use Tax Licenses (CA & TX)
- Carry Concealed Weapons Permits
- Hunting & Fishing Permits

#### Adverse Filings

- Bankruptcy
- Lawsuits
- Uniform Commercial Code
- Liens & Civil Judgments

#### Business & Corporate Information

- Corporate & Business Registrations
- Litigation Preparation
- Name Availability
- Executive Affiliations



## **Business and Corporate Information**

Westlaw provides access to business and corporate information such as corporate records, business registration records, litigation preparation records, and name availability records.

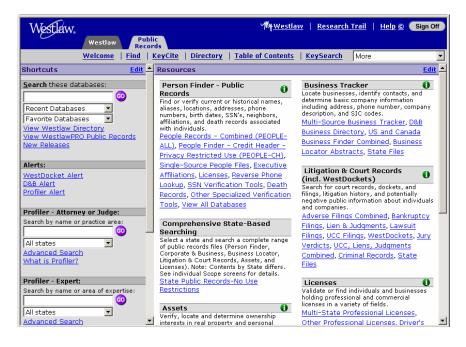
## **Comprehensive Searching**

For comprehensive searching of public records information, researchers can access the People Records—Combined or Public Records Combined—Individual State databases.

- People Records—Combined. Comprehensive searching is available in the PEOPLE-ALL database, which contains data from multiple sources, such as credit header replacement data, telephone-based consumer records, professional license records, death records, voter registration records, utility hook-up records, executive affiliation records, and consumer household records.
- Public Records Combined—Individual State. The Public Records Combined—Individual State databases let users perform a customized search in state-specific databases for each of the 50 states and the District of Columbia. The range of information available includes real property records, aircraft and watercraft records, bankruptcy and lawsuit records, lien, civil judgment, and UCC records, professional license records, voter registration records, and records containing information on individuals and businesses.

## **Tabbed Public Records Page**

The tabbed Public Records page on westlaw.com makes it easy to access public records databases and related search tools. Simply click a database name in the right frame to access the database search page or a Westlaw directory page offering additional selections. The left frame includes a variety of helpful search tools and shortcuts.





## **EDITORIAL ENHANCEMENTS**

In addition to providing its customers with access to the most comprehensive collection of legal databases, West also provides exclusive editorial enhancements and the certainty that the information available in our databases is accurate.

#### **Editorial Enhancements**

West's exclusive editorial enhancements have been relied upon for more than 130 years. These enhancements allow users searching for legal concepts to increase the number of relevant documents that are retrieved. The use of standardized terms in close proximity and terms describing legal relationships have a direct impact on the number of relevant cases retrieved in a Westlaw search.

The following are among the many editorial enhancements provided by West attorney-editors:

- Synopses. Each West case synopsis (more than 60,000 created annually) summarizes the main holdings of a case and brings into close proximity the legal principles, procedural history, and related facts in the case. At a glance, users can determine whether a case is potentially relevant to their research.
- Headnotes. West attorney-editors write headnotes for every distinct point of law in each case, resulting in more than 500,000 headnotes created annually. These headnotes, which are classified to the West Key Number System, help users find more relevant cases and include terms describing legal relationships and standard, consistent terminology. More than 20 million headnotes are available on Westlaw.
- Key Numbers. The West Key Number System, available exclusively on Westlaw, is the master classification system of U.S. law and is widely regarded as the cornerstone of effective legal research. Key numbers are assigned to every point of law in every published case, and these key numbers help users to quickly find other cases that address the exact point of law being researched.
- Additional Terms. Case synopses and headnotes contain terms that may not have been used by the authoring judge. These additional terms include synonyms, acronyms, terms of art, and the popular names of statutes, as well as words that describe the legally significant relationships between the parties (e.g., *landlord* and *tenant*, *husband* and *wife*). As a result, a Westlaw search can retrieve relevant cases that an opinion-only search would miss.

#### **Court's Terms** Terms added by West Attorney-**Editors** Smith landlord Jones quarantor defendant buyer appellant student bank mortgagee plaintiff was injured products liability Firestone tire manufacturer asbestos abatement contractor Abateco 42 U.S.C. § 12111 Americans with Disabilities Act

- Statute Annotations. The *United States Code Annotated* (USCA) and annotated state statutes on Westlaw give users valuable assistance in applying and interpreting statutes. The statute annotations provided by West include statutory credits, historical and statutory notes, library references, and notes of decision.
- Parallel Citations. More than 500,000 parallel citations are added to Westlaw each year to help ensure accurate and convenient research.

#### **Differences that matter**

#### **Better Search Results**

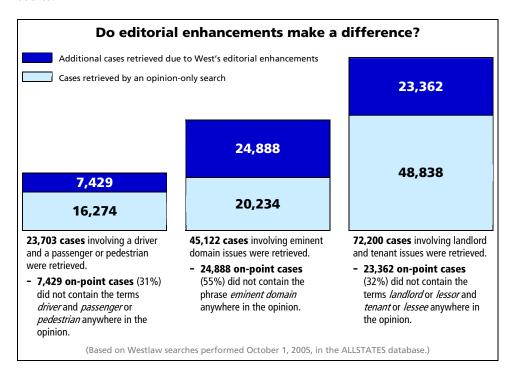
West's editorial enhancements help you overcome the limitations imposed by opinion-only research and the inexactness of the English language, so that you get reliable search results.

- flexibility of the English language allows the same thought to be expressed in many ways. For example, a judge's opinion for a case involving a disputed residential lease may refer to the parties as lessor/lessee or plaintiff/defendant rather than landlord/tenant.

  Even though opinions can use very
  - different language to discuss the same legal issue, West's editorial enhancements ensure that consistent language is applied across all opinions. The synopsis and headnote fields often contain terms that do not appear in the judicial opinion, and without such editorial enhancements, you could miss relevant cases.
- Proximity of facts and legal terms. West headnotes and synopses bring together facts and law that may be scattered throughout the opinion, which boosts your searching power.
- Corrected spelling. Misspellings are a significant shortcoming of raw text databases found on the Web. West's editorial process provides a safety net against missing a relevant case because a term is misspelled in the opinion.
- Classification of ambiguous terms. Many words have multiple meanings. For example, bar can mean legal professional, a drinking establishment, and to obstruct or preclude. The presence of ambiguous terms in opinion-only databases often leads to the retrieval of numerous irrelevant documents. West's editorial enhancements, such as headnotes, reduce the number of irrelevant documents that are retrieved.



West attorney-editors are extending the coverage of these editorial enhancements to unpublished opinions. For example, the unpublished opinions of the U.S. Courts of Appeals from 2000 to present now have West's exclusive editorial enhancements. Eventually, editorial enhancements will be added to other unpublished decisions, including those from the federal district courts, federal bankruptcy courts, and the state courts



## **Verification and Correction Process**

West attorney-editors provide the most exhaustive verification and correction process in the legal publishing and information industry today, greatly improving the quality of our content. In fact, West is the only legal information provider to engage in these quality control steps to ensure the accuracy and reliability of the data; other legal research services and information service providers merely put the raw opinions online and might never correct mistakes.

West's rigorous 23-step verification and correction process for case law and statutes improves both the quality and quantity of relevant retrievals. Each year, West editors

- check more than 1.5 million case citations and more than 700,000 statute citations
- correct more than 100,000 case citations and 10,000 statute citations
- work with the courts to correct more than half of the opinions received (courts review and confirm West corrections and these corrected opinions are placed on Westlaw)



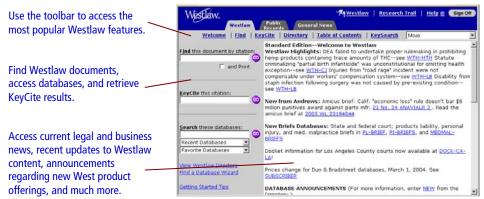
# **Westlaw Access and Features**

Access to Westlaw is available through westlaw.com, which provides Westlaw access via the Web; through WestMate, West's proprietary communications software; through Westlaw Wireless, which provides wireless access to Westlaw; and through Westlaw Text Only, which offers user-friendly access to Westlaw for those users who require compatibility with assistive technology.

#### westlaw.com

With westlaw.com, users can access West's vast online source of value-added legal, business, news, and public records databases via the Internet, without having to install any additional software. The benefits of using westlaw.com include the following:

- Access through the Web, which means no proprietary software is needed and updates are provided seamlessly so users always have the most recent Westlaw enhancements.
- Personalized user names and passwords to facilitate Westlaw access.
- Secure sign-on to maintain confidentiality of Westlaw passwords.
- An interface that can be personalized to help users conduct research more efficiently.
- A split-page display that allows users to see related information right next to the displayed Westlaw document.



Welcome to Westlaw Screen

A streamlined two-tab display provides efficient and consistent access to related materials.

The Result List tab shows the number of documents in a search result. The Links tab shows the citation of the current document.

Prominently displayed KeyCite information helps in evaluating the dependability of the current document.

Links to relevant information speeds the analysis of search results and provides for more thorough research.



westlaw.com Document Display

#### Differences that matter

#### westlaw.com Exclusives

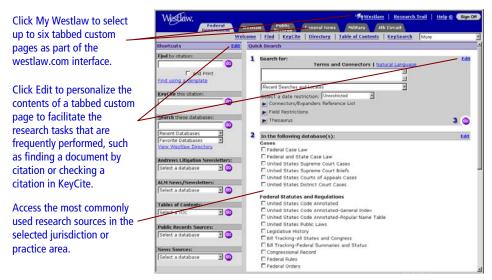
With westlaw.com, you can take advantage of the convenience of the World Wide Web as you access the comprehensive and accurate content on Westlaw. The following features are available exclusively via westlaw.com:

- Personalized user names and passwords to help you access Westlaw more easily. In addition, the same password can be used for both hourly and transactional billing options—no need to remember two separate passwords.
- Smart database entry, which allows you to type all or part of a database name so you can easily find a database even when you don't know the identifier.
- Wizards, which can help you locate a database, person, or company.
- Split-page view, which lets you view the document in the right frame and related information in the left frame.
- Link Viewer, which allows you to view or print the full text of a referenced document without leaving your original document.
- Westlaw Profiler, which gives you a direct link between the document you are viewing and the West Legal Directory profiles of the judges, attorneys, and expert witnesses involved with the case.
- Westlaw Wireless, which is the only wireless legal research service available.



The key features of westlaw.com include the following:

Personalization. Users can personalize the westlaw.com interface to help them complete their research tasks even more efficiently. Tabbed custom pages for federal and state jurisdictions and for practice areas are available as various starting points for their research. The My Westlaw feature lets users add the content and services they use most often and remove the features or databases that they use infrequently to create a personalized research environment.



In addition to being able to personalize the westlaw.com interface, users can create personalized user names and passwords. Personalized usernames and passwords are easier to remember and help facilitate access to westlaw.com. (Each personalized username and password combination is tied to an original Westlaw password, but it doesn't replace it.)

- Research Trail. The Research Trail lists all of the queries and research steps for the current and previous research sessions, which enables users to easily track or revisit a previous step in a research session. Users can also add personal notes about a particular task or session in their research trail. Research sessions and their associated notes are automatically saved for 14 days.
- Link Viewer. The Link Viewer lets users view or print the full text of a referenced document without leaving the original document. When a user clicks a link, the new document is displayed in a smaller window. This helps users explore useful research tangents without fear of getting lost.
- Two-Click Printing. Two-click printing lets users print or send the document they are viewing to most destinations with just two clicks of the mouse.
- Most Cited Cases. The Most Cited Cases feature retrieves a list of cases that are most often cited for a particular point of law. In addition to cases, the list may include selected ALR and Am Jur 2d articles, law review articles, and other secondary sources that discuss the point of law. The Most Cited Cases feature uses the power of the West Key Number System and the Custom Digest service so users can be assured of a thorough and accurate search.
- Custom Digest. Every legal issue in a case published by West is identified and summarized in a headnote, then assigned a topic and key number. The Custom Digest contains the complete topic and key number outline used by West attorneyeditors to classify headnotes. It allows users to create their own custom digest based

# Differences that matter

## **My Westlaw**

Legal professionals' research needs and preferences vary widely by practice area, jurisdiction, and personal choice. West addresses this challenge with My Westlaw.

My Westlaw allows you to select from more than 150 different tabbed custom pages for the jurisdictions and areas in which you practice. You can then personalize these custom pages to include your favorite databases and the services you use most often.

Tabbed custom pages are available for Westlaw, news and business, practice areas, and federal, state, and foreign jurisdictions. These pages offer the convenience of having the most widely used databases and tools for a specific jurisdiction or practice area accessible from one page, which provides you with a simplified and efficient research environment.

But personalization of the westlaw.com interface doesn't stop with preformulated custom pages. You can further personalize westlaw.com by editing the custom pages to your specifications. You can add or remove shortcut options (such as finding/searching tools) and quick search options (such as specific databases).



on the combination of West topic and key numbers they choose and the jurisdiction they select. A document is retrieved for each topic and key number selected. Each document contains all the case law headnotes classified under a specific topic and key number in the selected jurisdiction.

- Smart Database Entry. Users can access a database by typing its name or identifier or a description of the database.
- Copy with Reference. The Copy with Reference feature automatically adds citation information when text from a Westlaw document is copied to a word-processing document.
- Wizards. The Find a Database wizard can help users locate relevant databases for their research. Wizards are also available that can help users locate a person or a company.

#### **SYSTEM REQUIREMENTS**

Access to westlaw.com requires the following:

Operating System Windows XP, 2000, NT, ME, 98, or 95 Mac OS 8.5 or later	Microsoft Internet Explorer 5.x or later     Netscape 6.1 or later     Safari 1.1 or later     640 x 480 or higher screen resolution     800 x 600 is recommended     JavaScript enabled in the browser
	<ul> <li>Cookies enabled in the browser</li> </ul>

More information regarding westlaw.com can be found at www.westlaw.com.

#### WestMate

WestMate is West's proprietary software that allows users to access Westlaw. WestMate functionality includes an intuitive graphical interface that helps users easily navigate Westlaw databases, services, and search results. It also includes a project log, online images, single-screen printing and downloading, the ability to retain multiple search results, and print and download capabilities. In addition, WestMate provides one-click access to several other West services and features, including KeyCite. WestMate is available to subscribers at no extra charge.

## **Westlaw Wireless**

Westlaw Wireless is the mobile version of westlaw.com, and is accessible through almost any personal digital assistant (PDA) with web access. Westlaw Wireless provides convenient access to the same full-text content found on westlaw.com—and it's the only wireless research service available to legal professionals. With Westlaw Wireless, users can

- access virtually all Westlaw content, including cases, statutes, regulations, news, topical materials and more
- search Westlaw using the Terms and Connectors or the Natural Language method
- use KeyCite to check citations on the fly
- send content by e-mail (including document links, search results and KeyCite results) to as many as five people at once
- print documents by using the Find&Print function to send them to a Westlaw standalone printer

Westlaw Wireless is available to subscribers at no additional charge. Access requires a compatible wireless PDA, an active account with a wireless service provider, and a

#### **Differences that matter**

# Westlaw Integration Solutions

With Westlaw Integration Solutions, each one of your users can have direct, desktop access to the information they need most, such as focused legal, news, and business information. This translates into increased productivity and efficiency for your organization.

Westlaw Integration Solutions is a suite of customizable components that smoothly integrate into the infrastructure you already have in place, whether it's a portal or intranet. You retain the unique look and feel of your network environment, but can customize the content to fit your preferences.

The following components are among those available to you via Westlaw Integration Solutions:

- WestFind&Print. With WestFind&Print, you can quickly deliver a document to a variety of locations (e.g., printer, e-mail address) without ever leaving your desk.
- Newslink. With Newslink, staying up-to-date on the issues most important to your organization has never been easier. You identify the news and legal developments that are important to you and Newslink delivers them directly to your intranet/portal.
- Practice Area Pages. Practice
   Area Pages provide seamless access
   to information relevant to more than
   20 legal practice areas. Practice specific content helps you stay up to-date on current news, business,
   and legal information that is directly
   related to your interests.
- Company Research Pages.
  Company Research Pages provide links to information pertaining to some of the largest companies in the United States. Company Research Pages are available for more than 470 companies.



valid Westlaw password. More information regarding Westlaw Wireless can be found at west.thomson.com by doing a product search on Westlaw Wireless.

## **Westlaw Text Only**

Westlaw Text Only is designed especially for users who require compatibility with assistive technologies—such as screen readers, voice recognition software, and screen magnifiers. To make certain that this new version meets the needs of users, West's development team worked with an attorney who is herself vision-impaired and invited feedback from other users requiring this type of access to electronic information services.

This version of westlaw.com is also beneficial to users with low bandwidth who may struggle with slow connections, and to users who prefer a simplified interface, without frames and with fewer graphics. More information regarding Westlaw Text Only can be found at west.thomson.com by doing a product search on Westlaw Text Only.

## **SEARCHING**

Westlaw provides flexible-searching capabilities designed to suit the needs of all levels of users.

## **Natural Language Searching**

Westlaw provides the option of using Natural Language searching (WIN®), which lets users enter a question in plain English; Westlaw automatically generates a query based on the entered question. Search results are ranked in relevance order, meaning that the documents containing the highest occurrence of terms in the entered description are ranked first.

Natural Language searching, which helps novice users to immediately search a database without learning a search language, is available for case law and statute databases on Westlaw. The addition of West's editorial enhancements greatly improves the results of Natural Language searching.

## **Terms and Connectors (Boolean Language) Searching**

Westlaw provides the option of using Terms and Connectors searching, which uses Boolean search logic. With Terms and Connectors searching, users retrieve documents with queries using proximity and/or grammatical connectors, root expanders, and field restrictions. Terms and Connectors searching is available in all Westlaw databases.

# **KeySearch®**

KeySearch is a search tool that combines our exclusive West Key Number System® with the knowledge of West's top research attorneys to help users retrieve on-point documents on westlaw.com. KeySearch creates expertly formulated queries containing a combination of topics, key numbers, and key words.

# **Multibase Searching**

Multibases are collections of related databases that researchers can use to perform global searches. Westlaw provides many different types of multibases, including primary law (e.g., all cases or statutes), topic-related primary law (e.g., all tax-related cases or statutes), as well as secondary law (e.g., treatises and periodicals) either by topic or publication type.

#### **Differences that matter**

## **Flexible Search Options**

In addition to Natural Language and Terms and Connectors searching, you can use these other search options:

- Retrieving Documents by Citation. Westlaw allows for retrieval by citation of every document that contains a citation, such as case law, statutes and rules, public laws, administrative materials, and law reviews, bar journals, and treatises.
- Key Number Searching. The West Key Number System, the master classification system of U.S. law, enables precision searching that descriptive word searches alone can't give you. Using Key Number searching, you can find documents classified under the same point of law in the West Digest System.
- Field Searching. Because the documents in Westlaw databases are broken into fields, you can limit your search to any portion or field of a document's natural structure. Generally, field restrictions allow for searches over a document's citation, title, caption, text, and the many sub-parts of annotations (e.g., headnotes or historical notes).
- Table of Contents Searching. The Table of Contents service lets you browse through the headings hierarchy (i.e., table of contents) for any body of statutory or regulatory law (i.e., statutes, court rules, and administrative codes).
- you find information as easily as possible, Westlaw provides access to more than 9,000 publicationspecific, fill-in-the-blank templates for use in finding documents. You simply fill in the blanks with as much or as little information as you like, and Westlaw does the rest.
- Multiple Database Searching.
  If you need to search multiple
  databases at one time, you can
  create your own customized
  multibase of up to 10 databases.



# **Browsing Search Results**

Navigation features in westlaw.com allow for easy browsing within search results: search terms are highlighted in yellow and shown in context, Term and Best arrows help identify the important sections of a document, and Document arrows let users move to the next or previous document in a search result.

Click the **Term** arrows to view your search terms

Click the **Best** arrows to view the portion of each document most closely matching your Natural Language description

Click the **Doc** arrows to display the next or previous document in your search result.



## PRINTING AND DOWNLOADING

Users can deliver print requests to a printer, fax machine, or e-mail address; download files; or save delivery requests on Westlaw for up to 30 days in the Offline Print Directory (OPD). The OPD lists all pending print and download requests made during the current research session, as well as any requests saved from earlier sessions.

Users can select the format of their requests (e.g., Microsoft Word, Corel WordPerfect, HTML, PDF). In addition, Westlaw printing provides features such as dual-column printing, Star Page printing, highlighted search terms, and delivery during the research session or at sign off.

West's Print/Delivery Manager lets users reprint documents (up to three times) within two days of the original print request at no additional charge. Reprint requests can be for a single document or for multiple documents.

WestFind&Print provides an efficient and convenient method to locate and print the full-text of documents on Westlaw by entering document citation numbers. Users can also print related information from services such as KeyCite and Table of Authorities and can control the print destination (e.g., e-mail, download, stand-alone/attached printer, wireless device). WestFind&Print can process up to 99 citations at one time.

#### **Differences that matter**

#### **Smart Tools on Westlaw**

Smart Tools on Westlaw make it easier for you to find on-point results and help ensure that you don't miss information. When you run a search, Smart Tools can help improve search results by suggesting alternative spellings and synonyms, suggesting a broader database search when a search result contains five or fewer documents, and detecting a variety of mistakes in a query. Smart Tools also recognizes legal terms of art and can suggest related legal terms that you may want to add to a query; this feature is available exclusively on Westlaw.

Smart Tools ensures comprehensive queries in three ways:

- Add Related Terms.
  - Automatically suggests legal synonyms and related legal terms of art that a user may want to add to a query, including alternatives in the context of the search request and alternative phrases that uncover documents other queries might miss. More than a legal thesaurus, this feature was developed by attorneys for attorneys.
- Expand Search. Suggests broader databases when a user retrieves five or fewer documents with a search.
- Did You Mean. Notifies users when they have made a possible spelling, typographical, or usage mistake in a query (e.g., using words that are spelled correctly but used incorrectly in a legal context).

Smart Tools are available for most Westlaw database searches.



## **SYSTEM RELIABILITY AND SECURITY**

West, which is home to one of the largest data centers in the Midwest, takes every precaution to guarantee the safety of computer equipment and data. To ensure uninterrupted Westlaw service, West operates two separate, redundant data centers. Each of these data centers, which provide a geographically dispersed network of computers, has enough capacity to handle a site outage for the majority of our users. In addition, West maintains a separate electrical power grid that ensures an uninterrupted power supply for West systems and facilities in the event that public utility power to the facility is lost. These precautions ensure that West leads the industry in system reliability.

West's expertly trained staff helps ensure that uninterrupted Westlaw and westlaw.com service is provided 24 hours a day, 7 days a week, 365 days a year. In contrast, other computer-assisted legal research providers shut down their systems regularly (e.g., nightly, weekly) for maintenance and updating.

West also has several security measures in place to protect data, including the following:

- Westlaw passwords and client IDs are automatically encrypted using Secure Sockets Layer (SSL) software. Users can also choose to make their entire Westlaw session secure.
- westlaw.com data is stored in a separate and secure database server. A firewall between the Internet and the westlaw.com servers provides additional security.
- Back-ups of westlaw.com data occur nightly

West provides its customers with unmatched system reliability, accessibility, and security.

#### **Differences that matter**

## 24/7/365 Availability

West takes system availability very seriously. If our service isn't up and running, your research can't be done. To help ensure that Westlaw is available when you need it, West operates two redundant data centers totaling 120,000 square feet (more than two acres), one of which is bunkered at ground level for extra protection. Some of the measures taken to further ensure Westlaw availability include the following:

- Flood protection that includes a six-foot moat beneath the raised floors and externally routed plumbing.
- Fire protection that includes automatic heat and smoke detection and fire suppression above and below the raised floor, with 24/7 surveillance monitoring.
- Power-loss protection that includes redundant power feeds from separate utility switches, emergency battery systems that come online in the event of a brownout or power loss, and 10 electrical diesel generators—enough to power 17,000 homes—that can power the data centers indefinitely.
- Data-loss protection that includes backing up critical data at each data center every 24 hours and creating a duplicate copy that is stored in a remote yault.



# **Customer Training and Support**

West is committed to the training and support of its customers. From on-site and customized training sessions to 24-hour customer support and legal research assistance, customers will find the help they need to get the most out of their West products.

## **TRAINING**

To assist users in fully realizing their Westlaw research potential, West will provide Westlaw training at no additional charge. West account managers and representatives will work with customers to determine the training options and schedules to meet their specific training needs.

## **Web-Based Training**

Users can learn more about Westlaw with a series of short, interactive, web-based lessons. These sessions are designed to show users how to get started with Westlaw, conduct research using the four basic Westlaw search techniques, use KeyCite to verify their citations and expand their research, and print and save their results. Each lesson is free and takes 5–10 minutes to complete. Web-based training is available at west.thomson.com/westlaw/training/online/.

## **Telephone Training**

West's telephone trainers are licensed attorneys who provide initial and advanced training to West customers on the use of Westlaw, westlaw.com, KeyCite, and other West products and services. Personalized one-on-one training sessions based on a customer's practice area or level of expertise are available. Telephone trainers have extensive experience, and receive on-going training to keep abreast of new teaching methods, software and hardware developments, advances in information processing, competitors' products, and current legal trends. Telephone Training Support is available 7:00 a.m. to 7:00 p.m. CST, Monday through Friday. More information regarding West's telephone training can be obtained by calling 1.800.328.0109.

## **Instruction at West Information Centers**

Westlaw instruction is available at West Information Centers throughout the United States (and in London, England). Legally trained account representatives offer basic through advanced Westlaw classes and topical seminars on a variety of subjects. All training in the centers is free of charge to current Westlaw subscribers. For a listing of training classes available at one of West's Information Centers, please see <a href="https://www.westlaw/training/classes/">west.thomson.com/westlaw/training/classes/</a>.

# **On-Site Training**

West can provide customized training sessions for small groups at a customer's site. These training sessions are taught by West's professional training staff. These training representatives are experts at gauging their students' specific skill levels and customizing the training session to meet the students' specific research needs. Trainers can also customize the training sessions to cover topical subjects relevant to a customer's areas of practice.

### **Westlaw User Guides**

To help users get the most out of Westlaw, West can provide how-to guides, quick reference cards, and other research aids. Many of these reference materials are available in both print and online versions. More information regarding Westlaw documentation can be found at <a href="https://www.westlaw/guides/">west.thomson.com/westlaw/guides/</a>.

#### **Differences that matter**

## **Comprehensive Training**

West's training programs, telephone training, and online training are designed to help you harness the full power of Westlaw tools and resources. Examples of the types of training available from West include the following:

- Basic Legal Research Using Westlaw. Introduces legal research using Westlaw.
- Advanced Legal Research
   Using Westlaw. Builds on
   techniques learned in the Basics
   class, including how to use the West
   Topic and Key Number System while
   researching.
- Advanced Search Techniques.
   Identifies numerous Westlaw shortcuts (e.g., My Westlaw, Locate) that will help you become a power researcher.
- Advanced Westlaw for Government Users. Presents efficient techniques for retrieving relevant cases, statutes, and administrative materials, as well as analytical and secondary materials.
- Cost-Effective Research.
   Provides shortcuts and quick tips designed to save you time and money while producing accurate and thorough results.
- Analytical and Secondary
   Sources on Westlaw. Describes
   the integrated legal research system
   provided by Westlaw, which
   includes practice guides, legal forms
   and encyclopedias, and law reviews
   and journals.
- Topic- and State-Specific Classes. Provides information about specific topics (e.g., antitrust, government contracts, international law) or specific states.

Please refer to <u>west.thomson.com/</u> <u>products/westlaw/training/</u> for more information.



## **SUPPORT**

In addition to training, West will provide users with unparalleled customer and technical support. West's customer support, which has set the industry standard for response time and customer satisfaction, is available to customers at no additional charge.

#### **Technical Assistance**

West provides world-class technical assistance through a team of highly trained professionals dedicated to quality customer support, customer advocacy, and product improvement. West technical support experts

- answer questions
- document comments/suggestions
- process requests for passwords, software, supplies, and documentation
- provide other technical or administrative information regarding Westlaw

Technical support representatives possess outstanding communication skills, experience in customer support, professional experience working via the telephone, and a high level of technical/computer knowledge. They are technical experts who receive extensive on-going training, and who are capable of supporting West products in a variety of hardware, network, and software environments.

West technical support representatives effectively handle more than 5,000 calls from West customers each day, and more than 1.2 million calls every year. They are available 24 hours a day, 7 days a week, and can be reached by calling 1.800.WESTLAW (1.800.937.8529) or via e-mail at <a href="west-support@thomson.com">west-support@thomson.com</a>.

#### **Research Assistance**

An additional level of support is provided by West Reference Attorneys. As expert information brokers, Reference Attorneys assist with legal research, database selection, and Westlaw query formulation.

The West Reference Attorneys department is staffed with 135 bar-admitted attorneys who are Westlaw and legal research experts. These attorneys are capable of supporting West products in a wide variety of research and subject-matter environments. They receive extensive on-going training to ensure that they stay current with the vast scope of information on Westlaw, as well as stay current with trends in the law.

Reference Attorneys enhance customers' use of West products and services by providing quick and knowledgeable guidance. Many of the Reference Attorneys have legal practice experience, which greatly enhances their ability to assist customers.

West Reference Attorneys are available 24 hours a day, 7 days a week, and can be reached by calling 1.800.REF-ATTY (1.800.733.2889) or via e-mail at west.referenceattorneys@thomson.com.

### **Online Assistance and Resources**

In addition to the help available from the Customer Support and Reference Attorney staff, West also provides online assistance resources.

- Online Help Screens. West products include online help information that provides a description of and immediate assistance with the specific products. For example, help pages in westlaw.com are accessible by clicking the Help link on the appropriate westlaw.com screen.
- Customer Support Online. Subscribers can get fast, up-to-date, in-depth, searchable answers to their questions at <u>west.thomson.com/support/westlaw/research.asp</u>. They

#### **Differences that matter**

## **Specialized Support**

West understands the complex issues that federal government customers face in their procurement process. To meet these particular needs, West provides specially trained customer service personnel. These order processors and customer service representatives, most with 10–20 years of service with West, compose West's Federal Government Services area.

The members of the Federal Government Services area receive detailed training on purchase order requirements and on the contracts West maintains with the General Services Administration and the Library of Congress—FEDLINK, among others. All Federal Government purchase orders are processed within this area to ensure that federal government contractual terms are met and the highest standards maintained.

To provide personalized service to our customers, we assign specific federal government agencies to individual Federal Government Services representatives. This creates an opportunity for our staff to develop indepth knowledge of the needs and histories of the accounts they service, while providing customers with a single contact for their service issues for all product lines - print, Westlaw and CD-ROM.

Federal Government Services representatives are available from 7:00 a.m. to 5:00 p.m. CST, Monday through Friday, and can be reached by calling 1.800.328.2781, or via e-mail at west.fed.govt@thomson.com.



can also reach technical support representatives and the West Reference Attorneys via e-mail at <a href="west-support@thomson.com">west-support@thomson.com</a>.

- Online Store. Through the West Store (west.thomson.com/store/) customers can order print, CD-ROM, and online products, as well as free Westlaw documentation and brochures. (Many of the documentation pieces are available in PDF format for immediate download.) Customers can also use the store to view current promotions and to locate a West sales representative.
- Westlaw Software Download Center. Customers can download software from the Westlaw Software Download site at west.thomson.com/customerservice/software/. They can also request a copy of the latest software from West Customer and Technical Support (1.800.937.8529).

## QuickView+®

QuickView+ is a free, Internet-based Westlaw billing and reporting service that allows subscribers to estimate their Westlaw charges before they receive an actual monthly bill. Users can track their Westlaw usage and charges for a particular account, client, Westlaw user, or billing date. They can customize their reports to include only the fields they want and sort the information in the order they specify. In addition, report information can be sent to subscribers automatically (e.g., daily, weekly) and can be downloaded to a spreadsheet for modification and analysis. QuickView+ uses Secure Socket Layer (SSL) encryption to ensure that billing information remains confidential as it is sent from West's servers to a customer's computer.

More information regarding QuickView+ can be found at www.quickview.com.

## **ACCESSIBILITY**

As the foremost provider of integrated information solutions to the U.S. legal market, West recognizes its responsibility to develop electronic and information technology (EIT) products and services that are accessible and usable by all people, including those with disabilities and special needs. An example of West's commitment to providing accessible EIT products is Westlaw Text Only, a version of westlaw.com that is designed especially for users who require compatibility with assistive technologies—such as screen readers, voice recognition software, and screen magnifiers. (Westlaw Text Only is described in more detail on page 20.)

Our efforts to accommodate the needs of our customers with disabilities and to promote the accessibility of our products and services are described in full at <a href="west.thomson.com/accessibility/">west.thomson.com/accessibility/</a>. Additional information about West's accessibility efforts can be obtained by contacting <a href="mailto:accessibility@thomson.com">accessibility@thomson.com</a>.

#### **Differences that matter**

## **Cost-Saving Research**

Time is money. That's certainly true in today's fast-paced business world. West understands that your time is important to you and works to make your research time as efficient as possible.

To help you make the most costeffective use of your research time, you can

- Consult a Reference Attorney.
   Reference Attorneys provide a free research service (available 24/7/365) and can help you
  - Identify the steps to take to retrieve a needed document
  - Identify the databases most likely to contain the documents you need
  - Determine the most cost-effective way to conduct your research
  - Construct searches in the most efficient way
- Use West Key Numbers to quickly retrieve other cases with headnotes classified under the same key numbers as the currently displayed case.
- Use **Find** if you know a document's citation.
- Use Locate to browse for specific terms within your search result.
- Let KeySearch help you create expert search queries based on a topic or subtopic you select.
- Use **Scope** to see detailed descriptions of most databases on Westlaw, as well as search tips and references to related databases.
- Use the Westlaw Database
   Directory (directory.westlaw.com)
   if you don't know which database(s)
   might be appropriate to search in.
- Download free **West reference materials** from <u>west.thomson.com</u>.
  These materials can help you determine database identifiers and provide search tips.



# **West Background**

West, the foremost provider of integrated information solutions to the U.S. legal market, has been providing materials to the legal and professional community for more than 130 years. Headquartered in Eagan, Minnesota, West is a division of The Thomson Corporation and was formed when West Publishing and Thomson Legal Publishing merged in June 1996. West publishes information in print and electronic formats and includes renowned names such as the following:

- Bancroft-Whitney
- Banks-Baldwin
- Clark Boardman Callaghan
- Federal Publications
- FindLaw
- Foundation Press

- Lawyers Cooperative Publishing
- ProLaw
- The Rutter Group
- West Publishing
- Westlaw

West products are relied upon by lawyers in all practice areas, judges in all jurisdictions, and legislators and executive agency personnel who engage in the formulation of public policy and legislation. West offers all of its products and services to federal, state, and local courts; government agencies; private law firms of all sizes and practice areas; many Fortune 500 corporations; law schools; and thousands of individual practitioners.

West has extensive experience in serving federal and state government customers. This experience, coupled with the unique combination of superior content, exclusive editorial enhancements, state-of-the-art technology and searching capabilities, and superior services, features, training, and support, enables West to provide the highest quality legal, news, and business research tools in the most cost-effective and efficient manner.

More information regarding West can be found at west.thomson.com.

